

## SPECIAL MEETING MINUTES

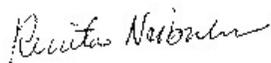
Civil Service Board  
Tuesday, March 16, 2010  
4:50 p.m. – 5:25 p.m.

Members present: John Schwetman, Michelle Hooley, Portia Johnson, Robert Zallar

1. APPROVAL OF MINUTES
  - a. March 2, 2010 - **approved**
  
2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
  - a. Executive Assistant (New) - **approved**
  - b. Parking Meter Monitor (Revised) - **approved**
  - c. Writer Technician (Revised) – **writing studies – approved as amended**
  
3. APPROVAL OF ADVERTISING
  - a. Energy Coordinator (Open) – **approved as revised**
  - b. Executive Assistant (Open) – **revised approved**
  - c. Seasonal Groundskeeper (Open) - **approved**
  - d. Utility Operator (Open) – **approved**
  - e. **Project Engineer – extended advertising - approved**
  
4. OLD BUSINESS
  
5. NEW BUSINESS
  
6. APPEALS
  
7. APPROVAL OF ELIGIBLE LISTS
  - a. Appliance Mechanic Apprentice (Promo) - **approved**
  - b. Project Engineer (Open) - **pulled**
  - c. Utility Accounts Receivable Specialist (Open) - **approved**

**There being no further business to come before the Board, the meeting was adjourned at 5:25 p.m.**

Respectfully submitted,



Renita Neibuhr  
Clerical Support Technician